



Application Fee (\$85.00) Paid \_\_\_\_\_  
Penalty Fee (\$85.00) Paid \_\_\_\_\_  
Recording Fee (\$20.00) Paid \_\_\_\_\_

**City of Monterey Park**  
**STREET ENCROACHMENT PERMIT APPLICATION**  
(Chapter 13.12, Monterey Park Municipal Code)

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

**ENCROACHMENT PURPOSES:**

1 Location \_\_\_\_\_

2. Description \_\_\_\_\_

3. Permanent Encroachment: Installation Date \_\_\_\_\_. A copy of the property's legal description and proof of ownership must be submitted together with a \$20.00 recording fee before a Permit can be issued. Property owner must sign agreement on Permit prior to recordation.

4. Temporary Encroachment: Installation Date \_\_\_\_\_ Removal Date \_\_\_\_\_

5. Reason why permit is desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance: Original Certificate of Insurance \$500,000/\$1,000,000 public liability and bodily injury and \$50,000 property damage with endorsement naming City as additional/co-insured. Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR CITY USE ONLY**

If applicant is using the right-of-way for storage of materials or to stage construction, a bond may be required to cover repair and clean-up of the right-of-way. Cash bond to be paid at issuance of Permit \$ \_\_\_\_\_.

2. Remarks/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Approved ☐ Disapproved

Permit Number Issued: \_\_\_\_\_

Date: \_\_\_\_\_

Investigating Officer \_\_\_\_\_

### **ENCROACHMENT PERMIT CONDITIONS:**

1. A Certificate of Insurance in an amount of \$500,000/\$1,000,000 public liability and bodily injury and \$50,000 property damage showing City of Monterey Park as Additional Insured must be in effect and on file with the City during the term of this encroachment permit.

#### **OR:**

- 1 A Certificate of Insurance in the amount of \$500,000/\$1,000,000 public liability and bodily injury and \$50,000 property damage showing City of Monterey Park as Additional Insured shall be in effect and on file with the City Engineer at all times during the installation of the awning and its ongoing encroachment. The amount of insurance may be increased from time to time as deemed necessary by the City Engineer.
- 2 All work shall be performed between the hours of 9:00 a.m. and 3:00 p.m. Contractor shall provide proper traffic control devices during his entire operation and use the W.A.T.C.H. Handbook 1992 Edition, as a guide in setting up traffic control.

#### **OR:**

2. The contractor shall prepare a plan for the installation of traffic control devices and pedestrian warning signs which shall be submitted for the City Engineer's review and approval. Said plan shall be prepared in accordance with the latest edition of the W.A.T.C.H. Handbook. The plan shall be implemented prior to the commencement of work.
3. Sidewalk in the area of work shall be closed to pedestrian traffic during installation of the awnings. Contractor shall provide signage to direct pedestrians to the opposite side of the street. A pedestrian control plan shall be submitted for review and approval of the City Engineer and attached to this encroachment permit as Exhibit A.
- 4 The work will be allowed only between the hours of 7:00 p.m. and 11:00 p.m., Mondays through Thursdays. No work shall be permitted on Fridays, Saturdays, Sundays or holidays.
5. The City Engineer has the authority to revise the days and/or hours of lane closure, if traffic congestion requires such changes.
6. It is suggested that the pedestrian warning signs also be printed in the Chinese language.
- 7 The contractor shall provide protective covering over the entire work area to protect pedestrians unless the pedestrians can be directed to the opposite side of both streets.
- 8 The City Engineer shall be given at least 48 hours notice of when the work is proposed to start.
9. This permit is valid for the dates indicated above for the installation of the awnings and is valid for an indefinite period of time for their ongoing encroachment.